



340 Main Street, Suite 400  
Worcester, MA 01608  
508.799.1600

**PRIORITY OF SERVICE TO OUR VETERANS**

**OCTOBER 2022**

[www.masshirecentralcc.com](http://www.masshirecentralcc.com)  
[www.facebook.com/masshirecentrallcc](https://www.facebook.com/masshirecentrallcc)

Pre-registration  
Required



**Hours**  
8:45 – 4:30 Monday – Thursday  
9:45 – 4:30 Friday

Arrive 15 Mins. Early  
Late Policy Applies

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b> Virtual Career Center Seminar 1:00 – 2:30	<b>4</b> Career Center Seminar – In Person 9:00 - 11:00	<b>5</b> Virtual Career Center Seminar 1:00 – 2:30  <u>Virtual Resume Writing</u> 10:00 – 11:30	<b>6</b> Career Center Seminar – In Person 9:00 - 11:00	<b>7</b> <u>Navigating Career Choices – In Person</u> 10:00- 11:30
	<b>11</b> Career Center Seminar – In Person 9:00 - 11:00 <u>Job Search Strategies – In Person</u> 10:00 – 11:30 <u>Bar None Legal Clinic – In Person</u> 1:00 - 3:00	<b>12</b> Virtual Career Center Seminar 1:00 – 2:30	<b>13</b> Career Center Seminar – In Person 9:00 - 11:00  <u>Career Directions – In Person</u> 9:30 -12:30	<b>14</b>  Spanish CCS – In Person 10:00 - 12:00
<b>17</b> Virtual Career Center Seminar 1:00 – 2:30	<b>18</b> Career Center Seminar – In Person 9:00 - 11:00	<b>19</b> Virtual Career Center Seminar 1:00 – 2:30  <u>Resume Writing – In Person</u> 10:00 – 11:30	<b>20</b> Career Center Seminar – In Person 9:00 - 11:00	<b>21</b> <u>Virtual Navigating Career Choices</u> 10:00- 11:30
<b>24</b> Virtual Career Center Seminar 1:00 – 2:30	<b>25</b> Career Center Seminar – In Person 9:00 - 11:00  <u>Intro to LinkedIn – In Person</u> 10:00 -11:30	<b>26</b> Virtual Career Center Seminar 1:00 – 2:30  <u>Virtual Interview Workshop</u> 10:00-11:30	<b>27</b> Career Center Seminar – In Person 9:00 - 11:00	<b>28</b> Spanish CCS – In Person 10:00 - 12:00  Job Day – In Person 10:00-12:00
<b>31</b> Virtual Career Center Seminar 1:00 – 2:30				

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## WORKSHOP DESCRIPTIONS

**Bar None Legal Clinic** – Designed to help Worcester residents with criminal records. Assistance is provided in the following areas: suspended drivers' licenses, credit issues, child support issues, child custody/visitation issues, disability claims, and sealing of criminal record.

**Career Center Seminar** - This seminar introduces participants to the MassHire Career Centers and what they provide in terms of programs, services and resources to assist with training and employment needs. The Career Center Seminar is also offered in Spanish. **IMPORTANT NOTE:** In-Person or Virtual participants who arrive for this seminar 10 or more minutes after the start time will not be admitted to the session.

**Career Directions** -This interactive workshop is designed to assist participants in identifying transferrable skills, knowledge, abilities and interests through the use and interpretation of the Holland's Self Directed Search. This session will also include an interpretation of the assessment & provides various internet resources for labor market information specific to occupational goals. Job seekers have consistently reported that participation in this workshop has contributed to targeting additional career options and opportunities. (In-Person event only)

**Training Info Meeting** – Participants in this orientation will learn about training opportunities and eligibility/suitability criteria. Available training is subject to funding availability and program eligibility. **IMPORTANT NOTICE:** Participates must live in a Central Mass city or town that MassHire services.

### Job Day

Multiple employers / businesses recruiting candidates for open positions from 10:00 to 12:00 at MassHire Worcester Career Center: (This session is being offered in –person)

### How to schedule a Workshop:

You can register for a workshop by giving us a call at 508-799-1600.

**Job Search Strategies** - This workshop covers a variety of methods and techniques that jobseekers can use in order to increase their success in landing their next job.

**LinkedIn** - Participants in this session will learn how to

1. Create a LinkedIn account
2. Build a LinkedIn profile
3. Develop a LinkedIn network
4. Search and apply for jobs on LinkedIn

**Prerequisites:**

- ✓ MUST HAVE computer skills
- ✓ Bringing a resume on a flash drive is STRONGLY RECOMMENDED

**Navigating Career Choices** -This workshop is designed to provide participants with technical instruction and practical hands-on application exercises using online tools to explore occupations and research labor market information relevant to their job / career interests and educational goals. . **IMPORTANT NOTICE:** (This session is being offered in –person and virtually) to participate virtually, you must have an e-mail account to be able to join the session using Webex.

**The Interview Techniques** - This session is designed to provide participants with tips and best practices for successful interviewing. **IMPORTANT NOTICE:** (This session is being offered virtually) to participate virtually, you must have an e-mail account to be able to join the session using Webex.

**Résumé Writing** - This virtual workshop is facilitated by a Certified Professional Résumé Writer and is designed to provide participants with tips and best practices for writing effective résumés. . **IMPORTANT NOTICE:** (This session is being offered in –person and virtually) to participate virtually, you must have an e-mail account to be able to join the session using Webex